# ATC Minutes

# October 15, 2021

1. Call to order

The meeting was called to order by the chair.

1. Approval of minutes from last meeting

Minutes from the September meeting are posted on Canvas along with a survey question for approval. Committee members are asked to read over the minutes, make any suggested corrections or revisions and approve the document.

1. Open issues
   1. Jason Dudley reported that the Proctorio/Proctor U experiment shows Proctorio ahead of Proctor U.
   2. Roz Jester and Sara Dunstin reported on the OER committee which received money for the OER initiative. An OER institute is being planned for the future. Details have to be worked out regarding stipends and OER training.
   3. Roz Jester went over the Quality Assurance Plan for online instruction at FSW. After discussion, the committee voted to approve the plan as presented.
2. New business
   1. Bunting presented goal for the committee for this academic year.

* The first goal for the November meeting is to re-visit the technology survey that was sent out in January 2021. The original survey questions are posted on Canvas as a survey. Members of the committee are asked to take the survey and provide feedback regarding any changes that need to be made in the updated survey.
* The second goal for the January meeting is to look at the present structure of the way the training duties are divided between the eLearning coordinators and the TLC. If we are happy with the present structure, we will keep it as it is. If we feel we need to make changes, we can come up with an improved structure and send it to the Provost for discussion.
* The third goal will be discussed at the February meeting. We need to look over the present contract language related to online instruction and make any changes necessary to align with the COPs and other changes we may want to propose. One issue that has been brought up is the possibility of making it possible to teach a load completely online with online office hours as we have been doing since the pandemic. We are presently operating under a Memo of Understanding that allows us to do this through Spring semester. If we want to make this part of the full book contract, it will need to be bargained this summer.
* The fourth goal will be brought up for discussion during the April Meeting since we will not be meeting in March due to Spring Break. We need to update the current technology plan for 2021-2024.

b). Sometime in February we will need to take nominations for a new chair for this committee. The elections will be held in April.

Adjournment